



*Security*

**MANAGING THE INFORMATION SECURITY PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 31-401, 22 July 1994, and AETC Sup 1, AFI 31-401, 31 March 1995, are supplemented as follows:**

- 1.1.6. The Laughlin AFB Information Security Program Manager is 47 SFS/SFAI (SFAI).
- 5.1.2. Inspect approved security container, and its locking mechanism, for cleanliness/serviceability prior to placing in use. Record each inspection/type of maintenance on AFTO Form 36, *Maintenance Record for Security Type Equipment*.
  - 5.1.2.1. Conduct preventive maintenance/inspections every three years on safes and every two years on vaults at owner/user expense.
  - 5.1.2.2. Classified account custodians must perform a visual/operational inspection upon lock combination change, reassignment of container, or change of custodian.
  - 5.1.2.3. Document combination changes on SF 700, *Security Container Information*, Part 1.
  - 5.1.2.4. Immediately report signs of forced or surreptitious entry, lock manipulation, radiological attack, or other signs of tampering to SFAI for investigation.
  - 5.1.2.5. Be familiar with the contents of TO 00-2-F-2, *Inspection and Preventive Maintenance Procedures for Classified Storage Containers*.
  - 5.1.2.6. Receive training from a locksmith/qualified person on container maintenance and combination change procedures.
- 5.3.3. Store classified material, up to TOP SECRET level, in the possession of transient personnel, in the Wing Command Post, building 338.
- 5.6. Procedures for emergency protection/removal of classified material are contained in Attachment 1.
- 5.8.5.1. Refer to Laughlin OPLAN 31-209, *Resource Protection Program*, for protection requirements.
- 5.9. 47 SFS personnel will conduct random vehicle checks at installation entry points.

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Supersedes AFI 31-401/47 FTW Sup 1, 5 Jan 1995  
OPR: 47 SFS/SFAI (SSgt H. F. Thompson)

Certified by: 47 SFS/CC (Maj B.D. Spacy)  
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**6.3.1. (Added)** The Installation Vice Commander (47 FTW/ CV) is the Installation Commander's appointee to designate preliminary inquiry officials (IOs) through SFAI. The IOs should be an officer, senior noncommissioned officer (MSgt through Chief Master Sergeant), or equivalent grade civilian (GS-6 or above). The individual should be a higher grade than the person suspected of causing the incident. Unit or staff security managers and security forces personnel should not be appointed as inquiry officials. The IO should not be from the same office where the security incident occurred.

6.7.2. 47 FTW/CV appoints an IO to conduct a formal investigation through SFAI.

7.12.1. Hand-held copiers are prohibited where classified material is in use.

**8.7.5. (Added)** Classified working papers may be hand carried on the installation provided they follow the guidelines provided in DoD 5200.1-R, *Information Security Program*, Chapter 7, Section 2a and 2b.

**9.1.2. (Added)** Bldgs 338 (WCP), 339 (AFOSI), and 328 room 243 (47 OSS) are approved areas for destruction of classified material.

10.2. All units and staff agencies will develop a security education training plan, whether the unit stores classified material or not.

13.2.2. Program review reports containing serious deficiencies require a written response to include corrective action(s); forward through the unit Commander to SFAI.

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Commander

1 Attachment:  
Emergency Protection and Removal of Classified Material

## **EMERGENCY PROTECTION AND REMOVAL OF CLASSIFIED**

### **A1.1. GENERAL.**

A1.1.1. **Overview.** The occurrence of a fire, natural disaster, civil disorders, terrorist activities, or enemy action may require classified material custodians to initiate certain actions to safeguard material to prevent unauthorized access. It is assumed that adequate advance warning, except in the case of fire or tornado, will permit implementation of established procedures. These procedures are applicable to attached tenant units, unless otherwise specified at the time of emergency by the parent command. These procedures do not apply to COMSEC material.

A1.2. **Responsibilities.** The Installation Commander directs the implementation of emergency relocation/destruction of classified material based on civil disorder, terrorist threat/activities or enemy action.

A1.3. **Emergency protection.** Secure classified material inside classified containers. Secure large bulky items not normally maintained in storage containers in designated storage area.

A1.3.1. The individual in charge of unit guards must know container combinations and be authorized to deviate from this plan.

A1.3.2. Fire. In case of fire, if classified material can be safely removed from the facility, authorized personnel transport classified material to the Wing Command Post (WCP)/Bldg 338. WCP personnel will store it until the owner agency can reassume protection. After the emergency is terminated, owner agency personnel will inventory all classified material to check for loss/compromise. **Personal safety will not be jeopardized to protect classified material.** If the classified material cannot be removed safely, secure it in proper containers before departing the area.

A1.3.3. Post unarmed unit guards around a facility housing classified material when it is damaged to the extent it cannot be secured, when it is safe to do so.

A1.3.4. Post unarmed unit guards around a facility housing classified material when emergency protection procedures are directed by installation commander based on terrorist threat/activities or civil disturbance.

A1.3.5. Ensure guards have sufficient knowledge to prevent unauthorized removal of classified material.

### **A1.4. Emergency evacuation for enemy attack**

A1.4.1. On-base: Relocation elsewhere on base is not feasible for activities possessing a large volume of classified material/equipment. Those activities will remain in place and be prepared for other types of operations as dictated by the situation. Agencies with only a few classified items may relocate their classified material to WCP. Do not relocate TOP SECRET material on base.

A1.4.2. **Off-base:** Relocation of classified material off-base **is not authorized** at this installation.

A1.5. Place a copy of this attachment with supplemental instructions on or near each classified material storage container/area.